

**County of San Bernardino  
Department of Behavioral Health**

## Training Tuition Reimbursement Policy

**Effective Date** 7/1994  
**Revision Date** 4/17/08

  
**Allan Rawland, Director**

**Policy** It is the policy of the Department of Behavioral Health (DBH) to reimburse employees for approved trainings and educational events to meet training, licensure, certification and/or registration requirements that are a condition of their employment, and/or improve their job-related education or career development, or to reimburse membership dues in professional organizations, as required under the County's Memorandum of Understanding (MOU).

**Purpose** To ensure the adherence of tuition and membership reimbursement guidelines with the use of MOU and Department funds.

**Approval Guidelines** Approval must be requested and obtained to attend a training, class, conference or seminar; and to request payment or reimbursement for tuition or membership dues in a professional organization.

**Note:** Please see [Training Tuition Reimbursement Procedure](#) for reimbursement requests and processing guidelines.

**Administration Tuition Reimbursement** The County's Performance, Education and Resources Center (PERC) administers tuition reimbursement funds for the occupational units listed below:

- Clerical
- Craft, Labor and Trades
- Supervisory
- Technical and Inspection

DBH administers tuition reimbursement funds for the occupational units listed below:

- Administrative Services
- Exempt
- Management
- Nurses
- Professional

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## **Training Tuition Reimbursement Policy, Continued**

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**Reimbursable  
Amounts**

The amount of reimbursement that can be requested depends on the occupational unit. Refer to the County's *MOU, Tuition Reimbursement and Membership Dues* section, for current reimbursement information and amounts.

For reimbursement guidelines, refer to the Performance, Education & Resource Center's (PERC) website at <http://countyline/PERC/>.

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**County/Leave  
Time for  
Training**

<b>If...</b>	<b>Then...</b>
If the Department requires an employee to attend a specific training or a Supervisor approves a training that would assist the employee in carrying out job duties	The employee may attend the training on County time
If the training is for career development that is <u>not</u> job-related	The training must be completed on the employee's own time

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**Training Proof  
of Completion**

After completion of a training or educational related event, the employee must provide attendance verification to his/her direct Supervisor.

**Important:** Please see the County's *Education Policy, No. 06-03*, for training/education evaluation and reimbursement procedures, as trainings and educational courses-when applicable, may require verification by the County's Personnel Division to ensure legitimacy and minimum grade requirement is met.

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**Travel  
Requirements**

If the training/event requires travel, please refer to the [Travel Procedure](#) for further instructions.

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**References**

- County of San Bernardino. (1974). *Education Policy*. No. 06-03.
  - County of San Bernardino. *Memorandum of Understanding 2005-2008: Tuition Reimbursement and Membership Dues*.
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